

NC Pre-K Program State Contacts

Roles and Responsibilities

NC Pre-K Unit		
	Contact Information	Responsible for:
NC Pre-K Program Policy Consultants	Jeanne Barnes South East Region (919) 818-7193 jeanne.barnes@dhhs.nc.gov	<ul style="list-style-type: none"> ➤ NC Pre-K Program Requirements and Guidance: <ul style="list-style-type: none"> • Policy and operational procedures • Child eligibility for NC Pre-K • NC Pre-K teacher, teacher assistant, administrator/principal qualifications ➤ Technical assistance for NC Pre-K Plan, NC Pre-K KIDS and NC Pre-K APP ➤ Local NC Pre-K Staff Orientation & Ongoing County/Regional Support ➤ NC Pre-K Plan change requests: <ul style="list-style-type: none"> • Teacher Assistants and Long-term substitutes • Classroom adds • Site terminations • Teacher name changes ➤ Local NC Pre-K Advisory Committee and local NC Pre-K contract administrative agency support and meeting with NC Pre-K providers ➤ NC Pre-K Program regional support to local NC Pre-K Contract Agencies ➤ NC Pre-K Program Monitoring
	Jennifer Griffith West Region (919) 609-6921 jennifer.griffith@dhhs.nc.gov	
	Frances Minton North East Region (919) 604-7626 frances.minton@dhhs.nc.gov	
	Sharon Stukes Central Region (704) 594-0151 sharon.stukes@dhhs.nc.gov	
	Vacant South Central Region NC Pre-K Program Regional Unit Map	

NC Pre-K Program State Contacts

Roles and Responsibilities

NC Pre-K Unit

NC Pre-K Program Coordinator	Patricia McCarter (919) 814-6369 patricia.mccarter@dhhs.nc.gov	<ul style="list-style-type: none"> ➤ NC Pre-K Program support, research, revision of policy documents and presentations ➤ NC Pre-K Program Plan Database technical/system support ➤ Manage Listserv Groups
NC Pre-K Program Manager	Janessa Nieves (919) 814-6372 janessa.nieves@dhhs.nc.gov	<ul style="list-style-type: none"> ➤ NC Pre-Kindergarten Program Unit Oversight: <ul style="list-style-type: none"> • NC Pre-K Program Policy, Requirements, Monitoring • NC Pre-K Plan Approvals: Classrooms (curricula, assessments, developmental screens); Instructional Staff (Teachers& Teacher Assistants) • NC Pre-K Program Mentoring/Evaluation services (EESLPD ECU and UNCC) • NC Pre-K Program Monitoring • NC Pre-K Plan Database technical/system related questions

NC Pre-K Program State Contacts

Roles and Responsibilities

Early Educator Support (EES) Unit		
	Contact Information	Responsible for:
Early Educator Support Unit Intake Coordinator	Vacant	<ul style="list-style-type: none"> ➤ Support the work of the BK Licensure Specialists ➤ Early Educator Support Teacher Intake / Enrollment
Early Educator Support Unit BK Licensure Specialists	<p>Fay Lewis East Region (919) 814-6359 fay.lewis@dhhs.nc.gov</p> <p>Breania Best West Region (919) 814-6358 breania.best@dhhs.nc.gov</p> <p>Vacant Central Region BK Licensure Specialists Regional Map</p>	<ul style="list-style-type: none"> ➤ NC Educator (BK) Licensure policy and actions for Pre-K teachers/nonpublic schools ➤ BK Licensure status: Residency and provisional add-on licensure ➤ Verification of enrollment in Educator Preparation Program (EPP) through an accredited NC University/College to the EES Unit ➤ Verification of required semester hours to maintain licensure ➤ Continuing License renewal policy and CEU credits ➤ NC Pre-K Lead Teacher change requests approval in PLAN ➤ Verification of required semester hours to maintain licensure ➤ Continuing License renewal policy and CEU credits
Early Educator Support Unit Policy and Research Consultant	<p>Gordon Millspaugh (919) 608-9538 gordon.millspaugh@dhhs.nc.gov</p>	<ul style="list-style-type: none"> ➤ NC Educator (BK) Licensure policy ➤ NC Educator Evaluation System (NCEES) updates ➤ Unique Identifiers (UIDs) for teachers in Human Resource Management System (HRMS)

NC Pre-K Program State Contacts

Roles and Responsibilities

Early Educator Support (EES) Unit

Early Educator Support Unit Manager	Detrius Jones (919) 814-6435 detrius.jones@dhhs.nc.gov	<ul style="list-style-type: none"> ➤ Early Educator Support Unit Oversight: <ul style="list-style-type: none"> • EES state office and EES hubs operations at ECU and UNCC • NC Pre-K Program Plan Lead Teacher approval • NCDPI Teacher Education-Licensure Policy
Early Educator Support Offices at East Carolina University and UNC Charlotte	Deborah Saperstein East Carolina University 252-328-1445 Sapersteind14@ecu.edu Amanda Vestal UNC Charlotte 704-687-0803 or 336-692-2698 avestal6@uncc.edu NC Pre-K EES Offices Regional Map	<ul style="list-style-type: none"> ➤ Provides mentoring and evaluating services through the Beginning Teacher Support Program (BTSP) to NC Pre-K, locally funded Pre-K (e.g. MECK Pre-K) and Development Day Lead Teachers using the NC Pre-K Professional Teaching Standards. ➤ Utilizes certified staff or staff in the process of becoming certified to serve as the assigned mentor/evaluator for early childhood educators enrolled in and served by this program to support teachers in local communities to meet BK licensure requirements. ➤ Provides oversight of field-based regionally assigned Mentors and/or Evaluators. ➤ Adheres to NC State Board of Education Licensure and Teacher Evaluation Policy requirements.

NC Pre-K Program State Contacts

Roles and Responsibilities

Workforce Education Unit		
	Contact Information	Responsible for:
Education Evaluators	<p>Claudette Grooms (919) 814-6349 claudette.grooms@dhhs.nc.gov</p> <p>Nicole Norton (919) 814-6353 nicole.norton@dhhs.nc.gov</p> <p>Catherin LaGattuta (919) 814-6351 catherin.lagattuta@dhhs.nc.gov</p> <p>Brittney Freeman (919) 814-6347 brittney.freeman@dhhs.nc.gov</p>	<ul style="list-style-type: none"> ➤ Evaluation Assistance ➤ Educational assessments of post-secondary education completed by the child care workforce through determination of countable semester credit hours/degrees based on course content/descriptions ➤ Determination of educational qualifications for requested child care position(s) as specified by DCDEE/Branch/Unit law, rule, policy and procedures. ➤ Issuance of status letters/certificates/return letters
Workforce Education Support Supervisor	<p>Valerie Royal (919) 814-6354 valerie.royal@dhhs.nc.gov</p>	<ul style="list-style-type: none"> ➤ Provides supervision for the Education Processing and Technical Assistants

NC Pre-K Program State Contacts

Roles and Responsibilities

Workforce Education Unit		
Workforce Education Processing and Technical Assistants	<p>Kareema King 919-814-6348 kareema.king@dhhs.nc.gov</p> <p>Shaquanna Henderson (919) 814-6367 shaquanna.henderson@dhhs.nc.gov</p> <p>Christopher McCray (919) 814-6346 christopher.mccray@dhhs.nc.gov</p>	<ul style="list-style-type: none"> ➤ Initial Data Entry ➤ Data Entry ➤ DCDEE WORKS Customer Service / Technical Support ➤ DCDEE WORKS Registration verification / processing
Workforce Education Manager	<p>Heather Marler (919) 814-6352 heather.marler@dhhs.nc.gov</p>	<ul style="list-style-type: none"> ➤ Workforce Education Unit oversight ➤ NC Pre-K Program approvals: Administrator/ Director/ Principal, Site Adds, Site Change and Administrator Credential Changes

NC Pre-K Program State Contacts

Roles and Responsibilities

Early Education Branch		
	Contact Information	Responsible for:
Administrative Assistant	Toni Toomer (919) 814-6345 toni.toomer@dhhs.nc.gov	<ul style="list-style-type: none"> ➤ Support Early Education Branch ➤ Public information requests from families, public and early education programs and educators
Administrative Officer	Vallarie Douglas (919) 814-6343 vallarie.douglas@dhhs.nc.gov	<ul style="list-style-type: none"> ➤ Support Early Education Branch ➤ NC Educator Licensure and WORKS (system) request ➤ EESLPD Data Management / System Administrator ➤ Data requests and back-up support for NC Pre-K KIDS and NC Pre-K APP
Senior Manager	Lorena Gonzalez (919) 814-6344 lorena.gonzalez@dhhs.nc.gov	<ul style="list-style-type: none"> ➤ Early Education Branch oversight: <ul style="list-style-type: none"> • NC Pre-Kindergarten Program Unit • Early Educator Support Unit • Workforce Education Unit ➤ NC Pre-K State Advisory Committee ➤ NC Pre-K State Evaluation ➤ NC Pre-K Program policy

NC Pre-K Program State Contacts

Roles and Responsibilities

Additional DCDEE Support		
	Contact Information	Responsible for:
Budget Unit	Miladys Ramos Accounting Technician (919) 814-6333 miladys.ramos@dhhs.nc.gov	<ul style="list-style-type: none"> ➤ NC Pre-K FSRs and reimbursement ➤ NC Pre-K Budget Revisions ➤ Technical assistance for NC Pre-K FSR reimbursement & Budget Revisions
	Trevon L. Simon Business Officer (919) 814-6334 trevon.simon@dhhs.nc.gov	<ul style="list-style-type: none"> ➤ Manage and Oversee NC Pre-K Budget ➤ NC Pre-K FSRs and reimbursement ➤ NC Pre-K Budget Revisions ➤ Technical assistance for NC Pre-K FSR reimbursement & Budget Revisions
Contracts Unit	Celeste Pleasant Contracts Administrator-Public Schools (919) 814-6337 celeste.pleasant@dhhs.nc.gov Courtney Barefoot Contracts Administrator-Private/Non-Profit (919) 814-6338 courtney.barefoot@dhhs.nc.gov	<ul style="list-style-type: none"> ➤ NC Pre-K Contract Administration ➤ NC Pre-K Line Item Budget Approval ➤ NC Pre-K Certified Other Resources ➤ NC Pre-K Contract Performance Reporting ➤ NC Pre-K Contracts Training & Technical Assistance

NC Pre-K Program State Contacts

Roles and Responsibilities

	Geraldine Dumas Contracts Assistant (919) 814-6335 geraldine.dumas@dhhs.nc.gov	
	Candice Bailey Contracts Unit Manager (919) 814-6327 candice.bailey@dhhs.nc.gov	<ul style="list-style-type: none"> ➤ NC Pre-K Contracts Administration and Management ➤ NC Pre-K Contract Funding and Approval ➤ NC Pre-K Contract Performance Reporting ➤ NC Pre-K Grant and Contracts Training and Technical Assistance
Business Manager Budget and Contracts Unit	Sonya Beatty Business Manager Budget and Contracts Unit (919) 814-6328 sonya.beatty@dhhs.nc.gov	<ul style="list-style-type: none"> ➤ Budget and Contracts oversight
Administration and Policy Unit	Patsy Stone Lead Monitoring Coordinator Monitoring and Compliance Unit (919) 814 -6315 patsy.stone@dhhs.nc.gov Ed Skeens Supervisor Monitoring and Compliance Unit (919) 814-6314 ed.skeens@dhhs.nc.gov	<ul style="list-style-type: none"> ➤ NC Pre-K contract and fiscal monitoring process, timeline, tools and forms, types of visits (desk-top vs. onsite) ➤ NC Grants.gov (information related to Suspension of Funding List under NC Grants)

NC Pre-K Program State Contacts

Roles and Responsibilities

Regulatory Unit		
	Contact Information	Responsible for:
Regulatory Unit	Licensing Supervisors County Contact Lookup or call 1(800) 859-0829 for county specific contact information	<ul style="list-style-type: none"> ➤ Interpret and provide guidance for all Child Care Requirements including NC Pre-K Rules found in Section .3000 of the Child Care Requirements
	Lead Child Care Consultants Lead Consultant Contact List or call 1(800) 859-0829 for county specific contact information	<ul style="list-style-type: none"> ➤ New NC Pre-K sites and the pre-licensing process ➤ Conduct pre-licensing activities to get programs licensed ➤ Monitor new programs on a Temporary License during the first six months of operation
	Child Care Consultants Call 1(800) 859-0829 for county specific contact information	Compliance monitoring visits to all licensed programs, including NC Pre-K sites/classrooms
	Lorie Pugh Senior Manager Licensing Branch 1(800) 859-0829 lorie.pugh@dhhs.nc.gov	<ul style="list-style-type: none"> ➤ Oversight of the compliance policies and monitoring procedures completed by facility childcare licensing consultants.
	Investigations Supervisors and Consultants Call 1(800) 859-0829 for county specific contact information	<ul style="list-style-type: none"> ➤ Investigation of reports alleging child maltreatment and violations of childcare requirements.
	Andrea Lewis Senior Manager Compliance Branch 1(800) 859 -0829 andrea.o.lewis@dhhs.nc.gov	<ul style="list-style-type: none"> ➤ Complaint reports, child maltreatment investigations, and administrative actions